



**TOWN OF CONCORD**  
**HUMAN RESOURCES DEPARTMENT**  
TOWN HOUSE  
P.O. BOX 535  
22 MONUMENT SQUARE  
CONCORD, MASSACHUSETTS 01742-0535

TEL: 978-318-3025  
FAX: 978-318-3024  
hr@concordma.gov

May 2, 2012

Dear Applicant,

Thank you for your interest in the **Lineworker, Grade 1** position for the Town of Concord's Municipal Light Plant. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form. In order to be considered for this position, you must fully complete the application form and return it to the Town Human Resources Office by **12 noon, Tuesday, May 29, 2012**.

Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. Please **do not** include any information pertaining to age, race, color, religion, national origin, ancestry, gender, sexual orientation and physical/medical condition or history.

All applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. You can expect to be notified as soon as a decision has been made regarding your standing in the process. We expect that everyone will have been contacted regarding their candidacy within six weeks of the deadline.

Again, thank you for your interest in the Town of Concord.

Sincerely,

Maria Casey  
Assistant Human Resources Director

Enclosures (2)

*The Town of Concord  
is currently accepting applications for the full-time position of:*

**LINEWORKER, GRADE 1**  
CONCORD MUNICIPAL LIGHT PLANT

Salary Range: \$32.13 - \$40.52

Work Schedule: Monday - Friday, 7:00 a.m. - 3:30 p.m. and  
additional hours as needed

Drug & alcohol screening is a condition of employment

**Application Deadline: 12 noon, Tuesday, May 29, 2012**

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**APPLICATION PROCESS**

All applicants are required to complete a Town application form, available from the Concord Human Resources Department. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form.

Applications must be received in the Concord Human Resources Office by **12 noon, Tuesday, May 29, 2012**. Emailed resumes are not accepted. The Town reserves the right to modify the application deadline, and/or to accept applications after the deadline, to best serve the interest of the community.

After the deadline, all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Prior to appointment, the final candidate will be required to complete a number of pre-placement conditions including criminal background and motor vehicle record checks, as well as physical exam and drug-screening test to the Town's satisfaction. Town-selected physicians will conduct such physical and drug-screening. Costs for these pre-placement requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

**The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE**

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Questions regarding this hiring process should be addressed to the:  
**Concord Human Resources Department**  
Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742  
**978-318-3025**  
**[www.concordma.gov/hr](http://www.concordma.gov/hr)**

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## **Lineworker, Grade 1**

Department: Concord Municipal Light Plant  
Reports To: Lead Lineworker

Salary Grade: EL-4  
FLSA Status: Non-Exempt

### **GENERAL SUMMARY:**

Under the general supervision of the Line Supervisor, performs high level skilled technical work in operating, maintaining, and repairing the electrical systems for the Town. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Individual is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring flexibility in approach to workload.

### **ESSENTIAL JOB FUNCTIONS:\***

- ◆ Operates bucket and digger trucks, backhoes, wire/cable pulling equipment and other related apparatus in support of line construction, repair and maintenance operations. Climbs poles and uses aerial lift equipment. Uses a variety of electrical testing/diagnostic equipment.
- ◆ Receives daily work assignments and ensures vehicle is stocked with equipment and supplies.
- ◆ Constructs and maintains overhead and underground utility infrastructure. Troubleshoots electrical problems and hazards. Consults system maps and records in support of line operations.
- ◆ Enters and works in confined underground spaces housing high voltage circuitry and handles wire and equipment when energized at potentials up to 15,000 volts between conductors.
- ◆ Directs the work of lower grade line workers in work involving primary lines. Ensures all work is performed in compliance with established policies and procedures and applicable safety regulations. Confers with town staff in other departments in support of line construction and repair activities.
- ◆ Cleans and maintains tools, equipment and vehicles, and ensures they are in proper working condition. Troubleshoots issues and refers to appropriate staff member for repair.
- ◆ Responds to public inquiries, requests and complaints related to line operations within scope of authority and refers unresolved matters to supervisor.
- ◆ Responds to after hour emergencies to investigate outages and restore power and replace or repair electrical infrastructure as needed.
- ◆ Performs special projects and related responsibilities as initiated and requested.

**ESSENTIAL JOB FUNCTIONS: (Cont'd)\***

- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

**SUPERVISORY RESPONSIBILITY:**

Provides functional oversight to lower grade Line Workers when involved with high voltage lines. Carries out supervisory responsibilities in accordance with Concord's policies and applicable laws.

**EDUCATION & EXPERIENCE:**

- ◆ High school diploma or equivalent, completion of apprenticeship program, and a minimum of four years of progressively responsible related electric line experience; or any equivalent combination of education and experience.
- ◆ Possession of a valid Massachusetts CDL Class A driver's license with HAZ-MAT endorsement.
- ◆ Possession of a Massachusetts Class B Hoisting license.
- ◆ Ability to be trained in CPR, first aid and the operation of AED equipment.

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Thorough knowledge of utility construction techniques and of the methods, materials, and tools used in electrical construction and maintenance work. Thorough knowledge of the principles of electrical theory as applied to electrical circuits and wiring systems and ability to apply this knowledge to work situations. Ability to read and comprehend construction drawings.
- ◆ Thorough knowledge of the occupational hazards and safety precautions of the trade.
- ◆ Ability to operate necessary equipment, exercising caution as necessary.
- ◆ Ability to communicate effectively and tactfully with the public, co-workers, other employees, departments, officials and other agencies.

## **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Must be able to climb ladders, work at heights and in cramped conditions, and lift tools required to perform jobs. Frequently required to lift up to 25 pounds and occasionally to lift and/or move up to 100 pounds. Extensive walking, standing and kneeling while outside and inside work areas. Physical exertion may be heavy at times. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

Majority of work is performed outdoors subject to extreme weather conditions, extreme noise, confined and hazardous spaces and extreme height. Work is frequently near high voltage lines, requiring the use of caution. Vision and hearing at or correctable to normal ranges.

Must be able to sustain extreme physical effort. Works in overhead bucket truck standing for many hours at a time. Must be able to lift, pull, turn, stretch and use heavy equipment while high in the air.

Assembles stock, moves bulk cable, digs, pulls rope and steel cable and lifts manhole covers, all while dealing with ground traffic and pedestrians.

Operates a wide variety of motorized equipment, including light to heavy-duty vehicles and equipment, power/hand tools, and diagnostic testing equipment.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***



# TOWN OF CONCORD

An Equal Opportunity Employer

## EMPLOYMENT APPLICATION

BOTH PAGES MUST BE LEGIBLY COMPLETED

Return to: Human Resources Dept., 22 Monument Square

**OR** Mail to: P.O. Box 535, Concord, MA 01742

Name	_____	_____	_____
	First	Middle	Last
Address	_____		
City	_____	State	_____ Zip
Home # ( )	_____	Cell # ( )	_____
Email Address	_____		

Position Applying for: **LINEWORKER, GRADE 1**

How did you learn of this position, please be specific (i.e. Concord's website, Name of Newspaper, etc.): \_\_\_\_\_

Schedule: Continuous ☐ Seasonal ☐ Full Time ☐ Part Time ☐ Either ☐

Do you have relatives working for the Town of Concord? Yes ☐ No ☐

Are you, or any relative, a member of any Town Board or Commission? Yes ☐ No ☐

If yes to either, please specify \_\_\_\_\_

If hired, can you provide proof of citizenship or legal right to work in the US? Yes ☐ No ☐

Are you under 18 years of age? If yes, a work permit is required. Yes ☐ No ☐

### SPECIAL SKILLS (Below please list special skills applicable to this position)

\_\_\_\_ Typing (WPM \_\_\_\_\_)  
\_\_\_\_ Word Processing /  
\_\_\_\_ Equipment/Programs

\_\_\_\_ Shorthand (WPM \_\_\_\_\_)

\_\_\_\_ 10 Key Calculator  
\_\_\_\_ Computers -  
\_\_\_\_ Equipment/Programs

Licenses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Shop or Heavy Equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

### EDUCATION HISTORY

Highest Level of Education: \_\_\_\_\_ Grade School \_\_\_\_\_ High School Diploma or equivalent  
\_\_\_\_ Vocational, Technical Diploma or Certificate  
\_\_\_\_ Associates Degree \_\_\_\_\_ Bachelors Degree \_\_\_\_\_ Post Grad. Degree

Name and Address of Schools (High School and Above)	Major Fields of Study	Number of years completed or type of degree received

Other Training you received (e.g. Work Training Programs, Armed Forces Training, Special Courses, etc.):

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, etc.)

**EMPLOYMENT RECORD**

**This section must be completed.** A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # ( ) -  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving (or Seeking Other Employment) \_\_\_\_\_

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # ( ) -  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # ( ) -  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Name of Company \_\_\_\_\_ Dates Employed From \_\_\_\_\_ To \_\_\_\_\_  
month/year month/year  
Address \_\_\_\_\_ Salary \_\_\_\_\_ hr/mo/wk/yr Hours per Week \_\_\_\_\_  
Your Supervisor \_\_\_\_\_ Reference phone # ( ) -  
Your Position Title \_\_\_\_\_ Summarize your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.*